



## DEVELOPMENTAL DISABILITIES PLANNING COUNCIL MINUTES

**Draft**

December 10, 2010

9:00 a.m. – 12:00 p.m.

Arizona Department of Administration

100 North 15th Avenue, Phoenix, Arizona 85007

A meeting of the Developmental Disabilities Planning Council (DDPC) was convened on September 16, 2010 at the Arizona Department of Administration, Third Floor Conference Room, 100 North 15<sup>th</sup> Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Stephen W. Tully, Chair	Monica Cooper
Karla Phillips, Vice-Chair	David Copins
John Black	John Eckhardt
Barbara Brent	Will Humble
Susie Cannata	Tim Martin
Richard Carroll - Telephone	Edward Myers
Collette Chapman	Rosemarie Strout
Leslie Cohen	Rhonda Webb
Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	David Cutty
Marcella Crane	Greg Devorce
Ashley Starr	Joyce Millard Hoie
	Charles Ryan
Maria Bravo, NAU-IHD/UCEDD	Elmer Sauflie
Karen Hellman, AZ Department of Corrections	
LaArnie Lucas, Safeway	
Bill Manson, Linkages Arizona	
Linda Rusay, TETRA	
BJ Tatro, Consultant	

### A. Call to Order

Chairperson Tully called the Developmental Disabilities Planning Council (DDPC or Council) meeting to order at 9:05 a.m. and welcomed all members and guests.

- Conflicts of Interest:
  - Chairman Tully asked that all members with a potential conflict of interest pertaining to the agenda items to please address those conflicts. No conflicts were announced by council members.

### B. Approval of Minutes

Chairperson Tully reviewed the minutes of the September 16, 2010 Council meeting. A call was made to consider approval:

- Motion to approve was made by Stephen Tully
- Motion seconded by Ed Myers
- Motion carried

**C. B.J. Tatro, Retreat Facilitator**

Larry Clausen introduced B.J. Tatro and described her upcoming role as the facilitator for both the Stakeholder Focus Group and Council Retreat. B.J. has extensive experience in working with various state agencies, councils/commissions and programs. She shared her experience in human services and developmental disabilities along with her background in assisting organizations assess strengths and weaknesses to develop operational vision and mission statements.

**D. Announcement of Council Members Re-Appointment**

Chairman Tully brought forward notice that five Council Members were re-appointed by the Governor for additional terms. Those appointed are Colette Chapman, Dave Cutty, John Eckhardt, Joyce Millard Hoie, and Will Humble.

**E. Employment Opportunities for Individuals with Developmental Disabilities**

A best practices presentation was made by three agencies who have been working together to support competitive employment for persons with developmental disabilities.

Linda Rusay, Director of Operations for TETRA Services, provided a presentation on her agency's involvement as a skill training center preparing developmentally disabled persons to work in the retail grocery business. In addition to retail grocery employment skills training, Tetra also provides computer skills training, job development/job coaching and supported employment assistance. TETRA also networks to deliver services under the Ticket to Work program. TETRA currently maintains contracts with the Rehabilitation Services Administration (RSA), the Division of Developmental Disabilities (DDD), Magellan Health Services and the Social Security Administration/Maximus. TETRA partners with Safeway, Inc. to provide employment training for the position of Courtesy Clerk. In the future, TETRA plans to develop workshops in the areas of Life Skills Training, GED/Preparation, Assessment, Resume & Cover Letter writing, and Enclave Development. Ms. Rusay extended an invitation to tour their facility and contact her regarding any questions.

Bill Manson, Director, Linkages Arizona, Maricopa County, provided an overview of the organization's role in facilitating employment opportunities for persons with developmental disabilities. Linkages serves three groups, 1) Individuals with developmental disabilities; 2) Employers with quality job opportunities; and 3) Non-profit and for-profit community service agencies. Linkages currently maintains partnerships with over 100 agencies and in 2009 placed 542 individuals in competitive employment with 178 different companies.

LaArnie Lucas, Human Resource Manager for Safeway, Inc., described her company's involvement and support for Safeway employees. There are currently 9000 Arizonans employed with Safeway and they have become the top employer to employ persons with developmental disabilities to work in Safeway locations throughout Arizona. LaArnie provided specific information regarding the training programs made available to persons with developmental disabilities interested in working as Courtesy Clerks.

**F. Update on 5 Year Plan**

Council Members reviewed the draft timeline for the development of the Council's Five Year State Plan. The timeline takes into consideration the various input necessary by the Council, public consumers and advocates, and review by the Designated State Agency. The FY 2012-2016 State Plan is due to the Administration on Developmental Disabilities (ADD) on August 15, 2011.

The current contract with the Sonoran University Center for Excellence in Developmental Disabilities (UCEDD) to conduct the comprehensive review and analysis is ongoing. A presentation by the primary researcher leading the review will take place at the Council Retreat scheduled in February 2011. ADD is in the process of providing state Councils' new guidelines and rules for the development of the state plan.

#### **G. Executive Committee**

Chairman Stephen Tully provided an overview of the discussion and votes on items that were addressed by the Council's Executive Committee on October 25 and November 8, 2010. They are as follows:

I. PBS proposal by NAU-IHD/UCEDD: The Executive Committee reviewed the additional information provided by NAU for the Positive Behavior Support Network proposal. After much discussion, the proposal failed to receive a second to the motion for support and therefore the motion died.

II. 2011 Council Retreat Costs: The committee approved the costs for the Council Retreat of \$5752 which includes costs for hotel conference facilities, meeting planning services, overnight hotel rooms for members traveling excessive distances, and the use of a contracted facilitator.

III. Stakeholder Focus Group Costs: The mandatory focus group of stakeholders is to comply with the requirements of the Program Performance Report by ADD and must be conducted by December 31, 2010. In accordance with federal standards, the focus group must involve ten participants. Council staff are not allowed to facilitate the focus group due to conflict of interest issues. Therefore due to limited time available for completing this task, the Grants Committee and Executive Committee approved the use of \$900 to pay for consultant B.J. Tatro to facilitate the focus group, provide a written report and introduce the findings into the content of the Council retreat.

IV. Updating 2006 Oral Health Care Report: As a priority identified by the Public Policy Standing Committee, the Grants Committee recommended the funding of \$41,250 to an approved state vendor to update the 2006 Oral Health Care Report commissioned by the previous council. The updated report will reflect current budget issues, the reduction of services imposed by AHCCCS/ALTCS, the numbers and types of persons with developmental disabilities affected, and a thorough analysis of outcomes supported by all available data, measuring the impact of oral health care service reduction and/or elimination.

V. ADD "Envisioning the Future" Summit Series: ADD hosted several two-day summits around the country to facilitate input from the developmental disability national community and to utilize information gained to shape their strategic plan. ADD sent invitations to three Council members and only Karla Phillips was able to attend. Ms. Phillips will provide information gathered from the Summit at the Council's retreat. The total cost for Ms. Phillips to attend was estimated to be \$950.00.

VI. LOLA Subscription: In preparing for the 2011 legislative session, it was necessary for Council staff to subscribe for the Legislative On-Line Arizona (LOLA), offered by the Capitol Times. The one year subscription is \$950 and is approved by the Grants Committee.

## **H. Retreat Ad-Hoc Committee Report**

Monica Cooper, Chair of the Retreat Ad-Hoc Committee, provided an overview of the logistics for the upcoming Council Retreat. The Retreat is scheduled for Friday, February 11, 2011, from 8:00 a.m. – 4:00 p.m. A draft agenda has been developed and was shared with the Council members.

Facilitating the retreat will be B.J. Tatro and Sheryl Matney from ITACC. Both will be leading discussions on the role of the Council, mission, vision and value statements. Also presenting at the Retreat is Dr. Stephen Gaarder from the Sonoran UCEDD with the findings from the Comprehensive Review & Analysis.

The Retreat will be held at the Crowne Plaza Hotel on 44<sup>th</sup> street and Washington, due to its central location, accessibility to the public transportation, quality of the facility and willingness to accept state rate for reimbursement.

## **I. Grants Review Standing Committee Report**

Standing Committee Chairman Humble discussed the draft Grants and Procurement Management Policies and Procedures that will be used as a guide on how the Council will conduct all grants and procurement processes as defined in state statute. Chairman Humble discussed the process of how to address Council members that are interested in applying for funds through a non-competitive practice (page 8-9 of the draft). Several questions were asked by Council Members for clarification. The document is a draft and can be reviewed on an annual basis to ensure it is still following state law and meeting the needs of the Council's grant making authority. Vice Chair Karla Phillips requested a flow chart to describe the non-competitive process. Mr. Humble stated the draft was reviewed by his agency's procurement staff and they did not have any concerns or further areas to clarify. As a point of clarification, the DDPC staff seeks guidance on most procurement activity through DES.

Edward Myers made a motion to accept the draft Grants and Procurement Management Policies and Procedures, with the requested changes as noted by DDPC staff. Motion seconded by John Black. Motion carried.

## **J. Awarded Grant Status**

Marcella Crane, DDPC Contracts Manager, provided a brief update on the status the Council's grants. The four grantees approved for a 9 month award in September have been officially notified, received their award packet and are in the first quarter of beginning their programs. Narrative and financial reporting is due by January 15, 2011. The four grantees that were selected includes: Best Buddies, Native American Disability Law Center, Pilot Parents of Southern Arizona, and Sonoran UCEDD.

Other contracts that are in place, but through a non-competitive process, have also received their award notification and packet. 1) The Sonoran UCEDD was awarded a one year ISA contract for Project Search Maricopa Expansion. Program is in the beginning stages and a working committee has regular scheduled meetings in Phoenix. A six month narrative report is due in April 2011. 2) The Sonoran UCEDD was awarded an ISA contract for one year to conduct the Comprehensive Review & Analysis. Scheduled reports and data findings have been provided, and draft surveys are being completed. Dr. Stephen Gaarder, lead researcher for the CR&A, will be providing the Council an update on his findings at their Retreat in February 2011. 3) The AZ Center for Disability Law has a one year contract to update the

Legal Manual. A six month report is due in April 2011. DDPC staff will continue to provide updates on each of contracts as information becomes available.

**K. Transition: AZ Graduation Requirements**

Colette Chapman and Leslie Cohen presented information on the publication entitled "Arizona's Graduation Requirements and the Provision of a Free Appropriate Public Education for Students with Disabilities" which distributed during the summer. The document addresses the graduation of high school students with Individual Education Plans (IEP) and the specifics of when funding for special education services will cease based on students meeting graduation requirements. The publication is intended to guide school districts in a consistent manner to ensure full compliance with federal and state law.

**L. Executive Director Report**

Larry Clausen reviewed his Executive Director Report which has been sent to members in advance of the meeting. He touched on important dates and emphasized the Disability Policy Seminar, February 14-16, 2011, and asked for Council members interested in attending to contact him as soon as possible. He also reminded everyone of the Council Retreat, scheduled for February 11, 2011 and asked that Council members make attendance a priority as their schedules would permit. Larry also discussed recent partnerships and affiliations and emerging issues related to Council membership, a tentative educational summit and the upcoming legislative session.

**M. Review of Meeting Dates**

Council Retreat Date: Friday, February 11, 2011  
Next Meeting Date: Friday, May 20, 2011

A written schedule of Council meeting dates for all of 2011 was distributed.

**N. Business Updates and News**

- Leslie Cohen distributed the Sonoran UCEDD Semi-Quarterly Newsletter.
- Monica Cooper provided brief summary of her attendance at the NACDD Conference in Orlando, Florida held in September. Ms. Cooper also distributed posters received from ADD.
- John Black encouraged fellow Council Members to attend the Disability Policy Seminar scheduled in Washington D.C., February 14-16, 2011. Mr. Black stated that forming relationships with congressional staff can be very effective to ensure support for important issues.
- Karla Phillips stated she learned valuable information at the ADD Summit Series she attended in Denver and will share information at the upcoming Council Retreat. Leslie Cohen stated she also attended the ADD Summit Series in Dallas.

**O. Call to the Public**

No public members were present.

**P. Adjournment**

Motion to adjourn was made by Karla Phillips. Motion was seconded by Barbara Brent. Motion carried, and the meeting was adjourned at 11:45 a.m.